



Foreign Affairs Manual

14 FAH-4 — Diplomatic Pouch and Mail Handbook

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14 FAH-4 H-120 MAILROOM FACILITIES

Summary of Changes

1. The revisions to this subchapter reflect current operational procedures and provide clarification on the required screening of mail at the first point of entry into a U.S. Government facility.
2. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. **A/LM** is responsible for the material in this subchapter; direct questions concerning content substance and interpretation to this office. For administrative questions on the Foreign Affairs Manual and Handbooks, contact The Office of Directives Management (A/GIS/DIR).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAH-4 H-120 (CT:DPM-2; 05-06-2009) and insert revised subchapter 14 FAH-4 H-120 (CT:DPM-12; 07-31-2014).
2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:DPM-12, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.